

**Town of Andover
Board of Selectmen**

Monday, November 9th, 2020 at 7:00 P.M.

Location: virtual Zoom meeting

Public Hearing and Regular Meeting Minutes

PUBLIC HEARING AT 7:00 P.M.

1. Call to Order

First Selectman Jeff Maguire called the Public Hearing to order at 7:00 P.M.

2. Roll Call

Board of Selectmen: Jeff Maguire, Adrian Mandeville, Paula King, Scott Person, Jeff Murray

3. Public Hearing to receive input from the public regarding hunting on town owned property.

Town Administrator Eric Anderson presented the subject to the meeting attendees, describing the proposed properties as the parcel in which the Transfer Station is on, not including the Transfer Station itself, and the parcel off of Bunker Hill Road near Parker Bridge. The town received letters from 6 residents indicating they would be interested in hunting on town property.

Board of Selectmen asked the residents for their input on the subject:

Dianne Grenier inquired if hunting would only be open to Andover residents, assumed that DEEP rules would apply and if hunting would be permitted on Sundays. Scott Person confirmed that hunting would only be allowed for Andover residents, the DEEP rules would apply, with hunting only allowed on private land on Sundays.

Bill and Lorraine Liswell stated they do not have an issue with bow hunting. Inquired on the time frame of the season. Scott Person confirmed that bow hunting is from September 15th until the end of the year.

Adrian Mandeville stated that deer hunting helps control the tick population.

Gerry Crème questioned on what happens when a shot deer runs onto private property, if the 2 properties are large enough, is a hunting permit required and if the town is liable. Agrees with allowing bow hunting on town property but the town needs to define the rules and monitor. Scott Person stated that the Transfer Station is approximately 80 acres and isolated. Parker Bridge area is approximately 30 acres, even more isolated and surrounded by private property which is vacant. Adrian Mandeville stated that the hunter has to notify DEEP that they are tracking onto private property and it is the responsibility of the hunter to contact the land owner to receive permission to retrieve the deer. If denied by the land owner, the hunter must contact DEEP to state they were denied access. All hunters must register with the town to hunt on town owned property.

Mike Zotta shared that as a hunter for approximately 35 years, he is very familiar with hunting procedures. His family has contracted lime disease from deer ticks, announcing the importance of controlling the population.

Elaine Buchardt agrees that deer hunting should be permitted as long as rules and regulations are in place.

Joanne Hebert shared that the process needs to be well thought out with rules and regulations. She sent an email regarding this subject to the Board of Selectmen and Town Administrator.

Mike Talaga questioned if the town would not be liable once the hunter signs the permit.

Leigh Ann Hutchinson shared concerns of the registered hunters following the town and state regulations.

Adrian Mandeville stated that the CT DEEP takes hunting very seriously, with any hunter losing rights to hunt in the state of CT if rules are violated.

Mike Palazzi questioned the range of bow and arrow. Adrian Mandeville confirmed that the CT DEEP states the range is approximately 25 yards. Mike Zotta confirmed that cross bows have a longer range, suggesting no crossbows allowed on town property. Adrian Mandeville stated importance of allowing residents with disabilities to use crossbows.

Adrian Mandeville shared there are currently hunters illegally hunting on town property and this would help monitor this issue.

Jeff Murray shared that he walked the Parker Bridge property with Scott Person and confirmed the isolated area. Agreed that this would help control lime disease and feed hunters and their families.

Gerry Crème thanked the Board of Selectmen for listening to the residents on this topic.

4. Adjournment - First Selectman Jeff Maguire adjourned the Public Hearing at 7:36 P.M.

REGULAR MEETING AGENDA (TO COMMENCE IMMEDIATELY AFTER THE PUBLIC HEARING)

1. Call to Order/Pledge of Allegiance

First Selectman Jeff Maguire called the Regular Meeting to order at 7:36 P.M.

The Pledge of Allegiance was recited.

Board of Selectmen: Jeff Maguire, Adrian Mandeville, Paula King, Scott Person, Jeff Murray

Town Administrator: Eric Anderson, Admin Assistant: Amanda Gibson

Town Attorney: Dennis O'Brien

Town of Hebron: Director of Administrative Services Donna Lanza, Selectman Peter Kasper

Public Present: Dianne Grenier, Elaine Buchardt, Mike Zotta, Joanne Hebert, Mike Palazzi, Cathy Palazzi, Bill Liswell, Lorraine Liswell

2. Public Speak

Joanne Hebert stated her interest in hearing more about the town's forestry management.

3. Additions/Deletions to the Agenda

Scott Person MOVED to delete item New Business 9b. COOL Program

Paula King SECONDED

MOTION CARRIED 5:0:0

4. Board and Commission Presentations

a. BOS/BOE Combined Finance Department Committee

i. Town Accounting Software

ii. Assistant Finance Officer Hiring Committee

iii. Finance Director Interviews

Eric Anderson announced that the hiring committee has selected Marina Pandolfi as the new Assistant Finance Officer and she has accepted. There are no updates on the new software. The town and school will be conducting interviews for the Finance Director soon.

b. Economic Development Commission

i. Open for Business campaign with Donna Lanza & Peter Kasper from Hebron's Task Force

Chair Elaine Buchardt shared that the commission's next meeting is Thursday, November 12th. The commission will be discussing business survey, Facebook page and 'Open for Business' campaign. Hebron Selectman Peter Kasper shared the 'Open for Business' Task Force's project summary. Their goal is to support their local businesses during COVID-19 and beyond. The town created a website and Facebook page for the campaign. The page hosts a loyalty program and highlights businesses of the week. The RHAM DECA program will launch Instagram and Snapchat. The town will be hosting a Taste of Hebron takeout at RHAM to help local restaurants. They would like to partner with Andover to help the business community through this time.

c. Traffic Safety Committee

i. Speed Check Sign

ii. Site Assessment Implementation

Eric Anderson shared that the Resident State Trooper has received data from the Speed Check Sign which has been placed at various locations throughout town.

Scott Person MOVED to install a 3-way stop sign at intersection of Lake Road and Island Street.

Paula King SECONDED

Discussion: Members agreed that the Traffic Safety Committee are empowered to recommend this decision to make the neighborhood safer.

Residents Bill and Lorraine Liswell shared their concerns of need to make the intersection safer.

MOTION CARRIED 4:0:1 Jeff Murray abstained

5. Appointments

- a. William Munroe, Alternate Member of the Inland Wetlands and Watercourses Commission
Paula King MOVED to appoint William Monroe as an Alternate member of the IWWC.
Scott Person SECONDED
MOTION CARRIED 5:0:0
- b. Marina Pandolfi, Assistant Finance Officer for Andover Elementary School and Town Hall
Paula King MOVED to appoint Marina Pandolfi as the Assistant Finance Officer of the Town of Andover, a combined position between the Town of Andover and Andover Elementary School.
Scott Person SECONDED
MOTION CARRIED 5:0:0

6. Resignations

- a. Laura Edwards, Financial Operations at Andover Elementary School
- b. Barbara Griffin, Town Treasurer
Members acknowledged the retirement of Laura Edwards and the contract termination of Barbara Griffin.

7. Town Administrator's Report by Eric Anderson *See included.

8. Old Business

Discuss and act upon the following:

- a. COVID Update – Previously discussed.
- b. Town-Wide Forestry – Previously discussed.
- c. Alarm Monitoring for Town Buildings – Tolland County Mutual Aid is no longer providing monitoring services. Fire Commissioner Wally Barton will be providing an update when available.

9. New Business

Discuss and act upon the following:

- a. Hunting on Town Property
Members requested for the Town Attorney Dennis O'Brien to draft an ordinance with help of the Board of Selectmen for allowing hunting on town property with conditions and regulations.
- b. 2021 Meeting Schedule
Paula King MOVED to approve the proposed 2021 meeting schedule with the October date changed to Tuesday, October 12th.
Scott Person SECONDED
MOTION CARRIED 5:0:0
- c. Planning and Zoning Commission 8-24 Referral for Land Acquisition
Paula King MOVED to prepare a resolution to be signed by the Board of Selectman to set the date for Saturday, December 12th at 10:00 A.M. via Zoom and voting at 11:00 A.M. at the Town Hall, as a date for a Town Meeting to authorize the acceptance of (3) parcels of land to be donated to the Town of Andover. (1) parcel is being donated by Tom Talbot, former resident of Andover comprising of 7.84 acres, and (2) partials from the Northern CT land Trust comprising of 5.3 acres and 1.16 acres.
Scott Person SECONDED
MOTION CARRIED 5:0:0

10. Approval of Meeting Minutes

- a. Wednesday, October 14th, Regular Meeting Minutes
Paula King MOVED to approve the Wednesday, October 14th Regular Meeting Minutes
Adrian Mandeville SECONDED
MOTION CARRIED 5:0:0

11. Treasurer's Report

- a. Revenue Summary
- b. Town Budget Summary
- c. Town Aid Road (TAR) Update
- d. Town Cash Report
- e. Over Expenditure Report
- f. Mahoney Sabol Payment

Adrian Mandeville: Suggested converting Transfer Station sticker process to an online platform.

12. Budget

- a. Appropriation Transfers
- b. Over Expenditure Requests

Eric Anderson shared that the Treasurer Barbara Griffin has a high-level sketch of the proposed updated chart of accounts for the Town of Andover. The State of Connecticut does not have a standardized chart of accounts that the town could adopt.

13. Tax Collector's Report

- a. Refunds Requests

First Selectman Jeff Maguire to sign the refund requests from previous month.

14. Assessor's Report

- a. Revaluation Services

Eric Anderson shared that the revaluation is underway. All information related to the revaluation is posted on the Assessor's page on the town website. Mailer was also sent out to all residents.

15. Department Reports

- a. Fire Department
- b. Resident State Trooper – provided.
- c. Town Clerk
- d. Building Department – provided.
- e. Assessor's Office – provided.
- f. Town Garage
- g. Transfer Station
- h. Library – provided.
- i. Senior Transportation
- j. Registrars – provided.
- k. AHM – provided.
- l. RHAM – provided.

16. Correspondence – None.

17. Public Speak – None.

18. Adjournment

Paula King MOVED to adjourn the Regular Meeting.

Scott Person SECONDED

MOTION CARRIED 5:0:0

First Selectman Jeff Maguire adjourned the Regular Meeting at 9:14 P.M.

*Please visit our town website at www.andoverct.org for upcoming VIRTUAL meetings with instructions on how to join. The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. Amanda Gibson Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

Town Administrator's Report

for the Monday, November 9th Board of Selectmen Regular Meeting

COVID-19:

The Town of Andover has had a short term rise in COVID-19 . We are now in Orange Status indicating between 10 and 15 cases per 100,000 people per day. EHHD is monitoring the increase. At this point the risk appear to be moderate to low but that does not mean we should not stay vigilant.

As of today the State of Connecticut has reverted to phase 2.1 of the governors reopening plan. From the town's perspective we are not anticipating any immediate changes, but we will watch it carefully.

The public meeting rules for the State of Connecticut are unchanged. Indoors IE 6 ft distance and masks required. Practically, the community room can hold around 18 people.

Speed Radar information:

We are still working out the kinks of data acquisition and aiming the sensor properly.

Added to your packet is the traffic data report for 110 lake road.

1. Speed limit was 25 mph.
2. 91% of vehicles were traveling over the speed limit.
3. Average speed 36 mph
4. 85% threshold speed was 40 MPH
5. 1% of vehicles were traveling in excess of 55 MPH
6. Highest speed recorded 80 mph

Halloween:

The town conducted a recreation commission sponsored trick or treat event on Halloween at the town hall/ school parking lot. It was successful and well regarded.

Public Works Info:

Still awaiting a retirement date for Ed Kasecek, likely leaving 12/1. We are in the hiring process for his replacement and shifting to a supervisor.

I have been employing Richard Begin basically full time as the 4th PW employee as a temp hire.

We are currently advertising for both the PW Supervisor position as well as a Maintainer position. Interviewing for both positions currently.

We continue to hire Richard Begin as a temp employee in PW.

We are also in the hiring process for a Maintainer one. (entry level position)

We have already exceeded the budget for OT for PW. This can be covered one of two ways:

1. From the salary and benefits line item from the 4th public works employee
2. From the snow plowing budget for OT if it is a mild winter

Ed Kasecek Payout for sick days- The BOS has been asked by the Union to consider paying out Ed ½ his unused sick time. Ed maxed out his sick day's years ago because he does not really take sick days very often. This will considerably deplete the town fund for final payouts. We do not have this in writing at this time.

Precision weather Forecasting:

I demoed a weather service tailored to PW departments this winter to see if it is worth wile. So far, it seems reasonable. Will update you when we have more information

Transfer Station:

Regan Renovations is almost finished with the interior of the attendants shed to complete the interior of the attendants shed as well as the enclosure for the 3 phase equipment in the blue shed.

Transfer Station brush pile- We did not spend it the last 3 years.

We allocate 7500\$ per year. We will go over considerably this year since it has piled up for a while. Next best quote is \$37,000.

We had an RFP out for grinding and removing the brush at the transfer station. Scott Person helped me investigate other options. We were able to find a contractor who will do it for \$14,000 to grind and dispose of. This is acceptable. BOF motioned to allow me to overspend the line item to finish the job. Work will commence pretty much immediately We delivered 15 loads of chips to the Andover Sportsman's Club to get rid of.

Bunker Hill Bridge:

No major update from last month. We are continuing to work with our consultant Close Jensen and Miller to keep this project rolling. The survey work was completed the first week of November by a DOT survey crew. We are still looking at Spring 2022 to start the actual bridge construction work.

Times Farm Bridge:

Still on Hold awaiting CME reassigning a new engineer for coverage. We have submitted paperwork to DOT requesting certification of new personnel. We are now just waiting on a final cost accounting of one of the change orders from CME. As it stands, there is a \$17,000 discrepancy. CME has to resolve to the states satisfaction before we can proceed.

STEAP Grant:

Still no word on STEAP grant for a paving Project (reclaim and pave) a section of Long Hill Rd as well as a section of Shoddy Mill Rd.

Connectivity Grant:

Still no major update, phase one of the project the signalized upgrade is not finished yet. CDOT will not issue encroachment permit letter until phase 1 is complete. As of Nov 12 they should have the sidewalk and ramps poured. At that point I will re request the dot send the encroachment permit.

Town Hall:

Planning underway with employees and IT in case the town hall needs to shut down again if COVID spikes. As you all know, the Town hall is open by appointment but is fully staffed at this point. As the COVID case count in Connecticut is rising again, I have asked all departments to give me a plan for how they will transition back to remote operations if necessary. I am hopeful this will not be necessary.

Planning is also underway for a backup internet connection at the Town Hall incase cnet goes down. Likely will by some sort of MiFi.

Finance Office:

Interviews for assistant finance officer complete. A conditional job offer was extended to Marina Pandolfi and accepted. Will send to the Union as well so we can write a memorandum of understanding regarding the change. Town and AES need to conduct background checks as well as run a credit report

Library:

As you know the town has instituted a new personnel policy. The Andover Library Board has had an agreement with the Head Librarian Amy regarding benefits (vacation and sick time). What is being done does not conform to the new or old personnel policy and there is no stand-alone document outlining what the benefits are. For practical purposes, the town has been treating her as a full time employee- that just works 26 hours per week. I do not want to blatantly disregard the personnel policy, because that opens us up to a range of problems. I asked the Library board to do one of two things:

1. Write with the town a stand-alone employment contract with Amy that corresponds to what we have been doing historically. IE codify the existing relationship with a document that supersedes the language of the personnel policy.
2. Make her a 30 hour per week employee so that she is effectively a FT employee, and fits within the existing personnel policy. This will not change merf, or cost of insurance. This would increase the salary line item for the Library director ~\$6400 per annum

Forestry:

No updates since last month.

I examined all the properties that are large enough to justify a forestry management program.

We are still awaiting setting up a meeting with Rick Zulich of Datum Engineering Will set up a meeting with Scott Person and myself.

Hunting on town property:

Spoke to CIRMA regarding hunting. No effect on the Town of Andover policy unless we have claims related to it.

Revaluation:

The revaluation process by the Assessor's Office is beginning now. We sent a mailer to all residents, got press releases in the papers, and used the website and social media to push it to inform residents.

Town Clerk:

We hired a new Assistant Town Clerk. That person opted for partial payment in lieu of health benefits. This will save the town approx. \$6,000 per year.

Oil and Diesel:

We should consider locking in prices now for 2021 season. Oil and diesel prices are still very low. Still difficult to predict total fuel usage. BOF approved locking in prices now.

Finance Department:

Will need to interview ASAP for the Finance Director position. Laura Edwards submitted her resignation effective Jan 1 as the business manager for the School.

Barbara Griffin submitted her resignation effective 11/28/2020

Federal Reimbursement:

Covid related expenses- We are filing for repayment of Covid related expenses with FEMA/state. This will be \$9,000 if we get it all.

We are not going to file for storm related expenses too much paperwork relative to the reimbursement

Future Issues:

We may overextend the Registrars budget due to all the additional requirements for this year's voting. We will not be over now, but likely will when we have referendums next year.